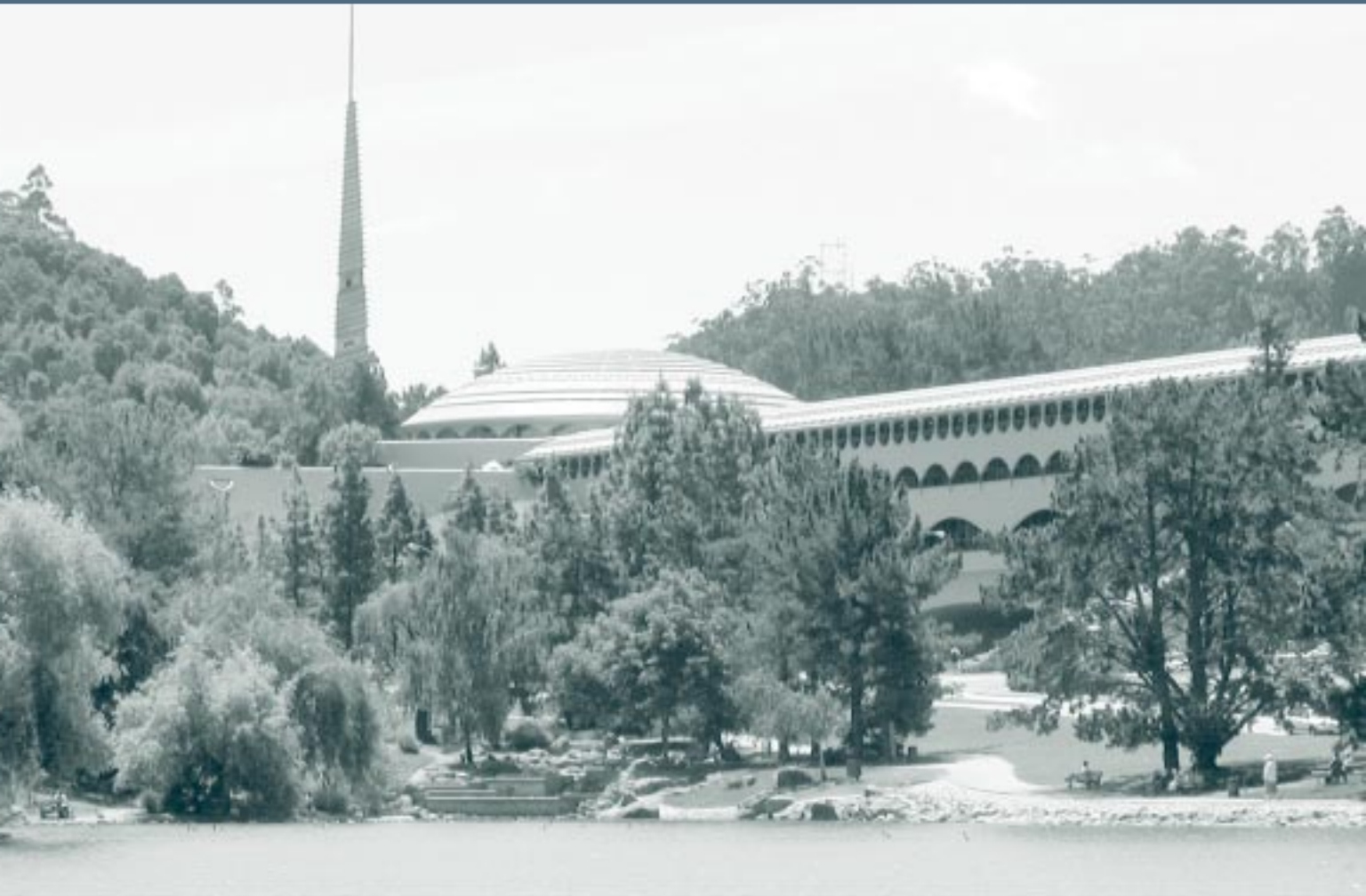


THE COUNTY OF MARIN



IS SEEKING A NEW  
**CHIEF ASSISTANT COUNTY ADMINISTRATOR**

## THE COMMUNITY

Located in the North Bay Area across the Golden Gate Bridge from San Francisco, Marin County is a dynamic as well as economically and culturally diverse community of 250,000 residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills and scenic valleys. The mild year-round climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

Marin County is known for its combination of rural and suburban lifestyles. A recreation destination for the entire Bay Area — the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of Federal, State, and county parkland, county open space, and two water districts' lands within Marin. The County's active economy includes insurance, movie and video production, agriculture, aquaculture, computer software, communications equipment, printing, tourism, and the manufacture of plastic products and cheese.

Marin County children excel in school, with test scores well above the state average. The 19 school districts in Marin range in attendance from 20 to 8,000. There are 74 public schools that include elementary, middle, high school, college, continuing education, alternative education, independent study, and charter schools. The Marin Community College has two campuses located in Kentfield and Novato. There are several private educational institutions for all age levels, including Dominican University in San Rafael.



this general law County. Among several other responsibilities, the Board of Supervisors also serves as the Board of Directors of the County's Open Space District.

The County provides a full array of services, including law enforcement, community development, public works,

health & human services, library, fire protection, parks & open space, and administrative services pursuant to local, State and Federal guidelines and funding. The Marin County Civic Center, designed by Frank Lloyd Wright, is located in San Rafael and is registered as a historic landmark.

## THE COUNTY

The County of Marin is comprised of 23 departments with approximately 2,060 employees and a \$367 million annual operating budget. The Board of Supervisors is made up of an elected representative from each of the five voting districts in

## COUNTY ADMINISTRATOR'S OFFICE

The Board appoints a County Administrator to provide for the efficient administration of the County in accordance with Board policies and applicable laws, recommend and manage the County operating and capital improvement budgets, coordinate the work of County departments, and represent the County in intergovernmental relationships. The County Administrator also serves as the Clerk of the Board of Supervisors. The County Administrator's Office works to resolve interdepartmental issues and coordinates the overall administration of county government including overseeing

*The mission of the County of Marin is to provide excellent services that support healthy, safe and sustainable communities; preserve Marin's unique environmental heritage; and encourage meaningful participation in the governance of the County by all.*

the Risk Management function for the County, which covers workers' compensation insurance contracts, compliance, and employee safety.

The County Administrator's Office has taken a lead role in the development and implementation of the Marin County's Strategic Plan "A Blueprint for Excellence", adopted by the Board of Supervisors in 2001. The Strategic Plan articulates the County's Mission, Goals and Values, and guides the organization. It reflects the Board of Supervisors' vision of the County as a well-managed, results-driven organization that:

- Is clearly aligned with its mission and values, and is structured and managed to achieve stated goals
- Is results-oriented, and customer and community-focused
- Practices collaboration and open communication
- Engages in a cycle of continuous improvement

The new Chief Assistant should be able to contribute to this culture of a high performance organization.

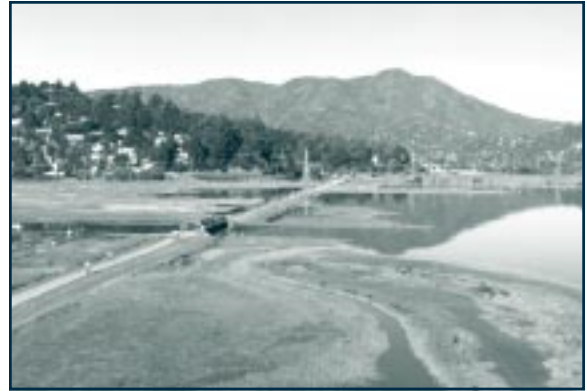
The Chief Assistant will report directly to the County Administrator. The administrative

management team includes two Deputy County Administrators supported by a group of professional Administrative Analysts in providing research, information and recommendations concerning the general operations of the County.

## THE POSITION

Serving the County Administrator with countywide management assistance, the Chief Assistant position has a broad range of responsibilities focused primarily on internal operations.

Specifically, the Chief Assistant will be responsible for the day-to-day operations of the County Administrator's Office including management and oversight of the County budget, coordinating the County's legislative program, and serving as Acting County Administrator as necessary. The Chief Assistant will also oversee County debt management, risk management, and may coordinate the Board of Supervisors' weekly agenda. The Chief Assistant will develop a strong relationship with the County's departments to coordinate interdepartmental projects and programs. The Chief Assistant will also develop and maintain viable working relationships with the Board of Supervisors and Department Heads, both elected and appointed.



## THE IDEAL CANDIDATE

The ideal candidate will be an experienced local government executive or top-line assistant with a strong record of accomplishment, strategic planning, integrity, and professionalism, and a significant background in budgeting, supervision, capital projects, and work with elected officials. This enthusiastic and results-oriented leader will bring outstanding communication, critical thinking, and interpersonal qualities.

Specific requirements are as follows:

### Qualifications

**Experience:** At least five years progressively responsible administrative experience in a management capacity in local government with an understanding of budget administration and supervision of professional staff is expected. Familiarity with strategic planning and land use planning would be beneficial.

**Education:** Bachelor's degree in public or business administration, or related field is required. A Master's degree is highly desirable.





## Management Style

In addition to the above, the ideal candidate will be:

- a critical thinker with the courage to pursue creative ideas
- an excellent communicator, orally and in writing
- collaborative, inside and outside the organization
- passionate about public service and community
- a proponent of the County's values and principles
- remains current with the profession, its trends and best-practices
- someone who values employees and supports their professional development
- a team player; in touch with other members regularly
- able to find common sense solutions
- a positive, "can do" advocate
- flexible

For additional information, see the Marin County web site at [www.co.marin.ca.us](http://www.co.marin.ca.us).

## COMPENSATION AND BENEFITS

The annual salary range for the Chief Assistant County Administrator is **\$146,120 – \$162,344**. The County also offers



an attractive executive benefit program, which includes, but is not limited to, the following:

### Retirement

- 1937 Act County Retirement System with 2% at 55 formula. Plan has reciprocity with CalPERS.
- County does not participate in Social Security except for mandatory Medicare contribution.

### Insurance

- Cafeteria-style benefits plan allows choice of a variety of health, dental, vision, life, and long-term disability insurance plans
- County contributes \$1,277 - \$1,384 monthly toward retirement and insurance for this position

### Leave Allowance

- Generous vacation, personal and sick leave benefits
- 11 holidays observed plus 2 paid floating holidays

### Deferred Compensation

- Choice of 457k plans available for employee contribution

For additional information about County benefits, visit [www.co.marin.ca.us/depts/HR/Jobs/Benefits.cfm](http://www.co.marin.ca.us/depts/HR/Jobs/Benefits.cfm).

## APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit resume, cover letter, the names of three work-related references and current salary by **Friday, October 7, 2005** to:



Stuart Satow or Kris Kristensen  
CSAC Human Resources  
Advisory Services  
241 Lathrop Way  
Sacramento, California 95815  
Tel: 916-263-1401  
Fax: 916-561-7205  
E-mail: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with most relevant qualifications will be given preliminary interviews by the consultants in mid-October. Candidates appearing best suited for the position will be referred to the County. The County is expected to invite top candidates to participate in interviews in San Rafael in November. An offer of appointment is anticipated in December following final interviews, as well as full reference and background checks.

*Marin County is an equal employment opportunity and affirmative action employer. Women, minorities, and persons with disabilities are encouraged to apply.*